# **Conference Volunteer - Room Monitor Job Description**

**Room Monitor Volunteer Responsibilities**

The Room Monitor is expected to carry out the following tasks:

* Ensure the meeting room is set up on time
* Good understanding of the meeting room schedules and venue
* Manage the meeting room and ensure sessions proceed according to time and schedule.
* Assist ADB and Event Managers with room set up and logistics, checking audio visual and other equipment
* For key events, check meeting attendance and check in guests to invitation only as these events are exclusive to invited guests and media personnel
* Attend trainings and briefings

**Room Monitor Required Skills**

This position involves a great deal of contact with other people, so a Room Monitor must have the following:

* Confident and presentable
* Excellent interpersonal and communication skills
* Ability to interact well with others
* Ability to work under pressure
* Well organized and reliable
* Knowledge of the local area and culture
* Take pride in their work
* Positive attitude
* Punctual and attentive
* Able to lift objects weighing up to 25 kilos

*\*Room Monitor personnel will report to the Venue Event Manager if your direct supervisor is not available*

*\*Conference Personnel must have an active mobile phone that he/she can be reached on when required.*